

TROOP/GROUP DISBAND NOTICE

This is a fillable form. Once completed, please print out, sign, and submit with appropriate paperwork to your Service Unit Manager.								
Troop #: Service Unit #: Effective Date: Troop Leader: Please submit the following items with this Notice (check off): Phone #: Final Troop Finance Report Bank Statement/checkbook Troop Equipment Inventory Cashier's Check (if applicable) \$ Reason for disbanding:								
Merging with troop/group # Aging out Other (please explain)								
Member's Full Name	Girl	Adult	Current Level	Transfer to Troop #	New Adult Position Code	Want a new troop	Aging Out	
For more names, please attach another sheet.								
A cashier's check payable to GSGLA for \$ is attached. (For internal use- acct code: 10-2238-/-/-loc-/) The funds of \$ have been transferred to the troop that the girls are joining. The troop has closed its bank account and used the funds for								
TROOP EQUIPMENT - attach copy of troop equipment inventory Troop records have been given tophone								
Troop owned equipment and supplies have been dispersed as follows:								
X Print Leader Name Signature of Leader Date								
Time Leader Name	>	(Date		
Print Service Unit Manager Name Signature of Service Unit Manager Date								
Received by Member Service Specialist Name:	Emailed copy of form to SU Date:				Emailed copy of form to HUB Date:			

Troop/Group Disband Notice Instructions

For Troop	os/Groups disbanding, please follow these steps:
	Determine amount of funds remaining in troop bank account prior to disbanding and what should be done with the funds.
	According to GSGLA policy as stated in the Troop Financial Policies and the Volunteer Essentials Handbook: The girls or volunteers should be involved in deciding what to do with the troop/group's funds. In any case, the troop/group funds do not become the property of any individual, girl or adult. It by using
	If girls from the disbanded troop/group are continuing with Girl Scouts in new troops/groups the funds will be re-distributed (on a per capita basis) to the new troops/groups. Any remaining funds will be allocated to the GSGLA Financial Aid fund for girls.
	Prepare your final Troop Finance Report – use the <u>GSGLA Annual Finance Report (fillable)</u> form.
	If the balance of your troop funds is going to the Council, obtain a CASHIER'S CHECK made payable to GSGLA for the balance. Using a cashier's check will allow you to close your troop account and obtain the final statement.
	Close your bank account and obtain a final bank statement from your bank.
	Gather your Troop records (bank statements, receipts, financial reports, check book, any forms containing member's personal information, etc) and give to your Membership staff for retention or disposal (paperwork with personal information, credit cards/bank account numbers, etc not needed to be retained will be shredded)
	Troop owned equipment and supplies should be handled as stated in the Volunteer Essentials Handbook.
t a r	Disbanded Troops/Groups are required to submit an inventory list of all Troop/Group equipment and materials to heir respective GSGLA Membership staff within 30 days of their final meeting. Equipment and materials listribution will be determined based on inventory and need. This determination is at the discretion of the espective GSGLA Membership staff and if a fair distribution cannot be agreed upon, all equipment & materials will come to the respective GSGLA service center.
Complete	e the Troop/Group Disband Notice – use the GSGLA Troop/Group Disband Notice.
Please pr	rint out and sign form.
	Make an appointment with your Service Unit Manager to review and submit your paperwork.
	The Service Unit Manager or designee submits form to service center.
STAFF US	SE ONLY
TROC	DP FINANCE SPECIALIST:
	f you receive a check payable to GSGLA, please submit check and Troop/Group Disband Notice to Service Center
	ront desk for processing. end Disband Packet paperwork to Troop Finance Specialist for filing.
	mail a copy of the Troop/Group Dishand Notice to the HIIR at registration hub@girlscoutsla.org